



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1610.10E (HDQ)
00FS
3 Mar 2011

COMNAVCRUITCOM INSTRUCTION 1610.10E (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: ESTABLISHMENT OF NAVY RECRUITING COMMAND ADDITIONAL DUTY
(ADDU) REPORTING REQUIREMENTS AND DELEGATION OF REPORTING
SENIOR AUTHORITY FOR NAVY ENLISTED PERFORMANCE
EVALUATIONS AND OFFICER FITNESS REPORTS

Ref: (a) BUPERSINST 1610.10

1. Purpose. To promulgate ADDU reporting authority requirements and the delegation of reporting senior for all Navy Recruiting Command (NAVCRUITCOM) Navy Evaluation Reporting System reports.

2. Cancellation. COMNAVCRUITCOMINST 1610.10D. Revisions are identified by an "(R" in the right hand margin.

3. Policy. Per reference (a), the following policies are established:

a. NAVCRUITCOM personnel who report ADDU to/from the following organizations will have their performance documented via concurrent reports:

(1) Recruit Training Command (RTC), Great Lakes, IL
(ADDU to)

(2) Commander, Navy Personnel Command (CNPC),
Millington, TN (ADDU to)

(3) NAVSPECWARCOM DET (ADDU from)

Those commands listed above will complete concurrent reports for all periodic, detachment, and special reports documenting NAVCRUITCOM personnel performance at the level delegated below in subparagraphs 3(c) and 3(d). All reports will be endorsed as concurrent/regular reports and submitted to NAVPERSCOM. NAVCRUITCOM will complete concurrent reports for those personnel ADDU from other commands for all reporting situations.

3 Mar 2011

b. NAVCRUITCOM personnel ADDU to the Director, Military Personnel, Plans and Policy Division (N13), and Research, Modeling, and Analysis (N14), Washington, DC will receive direct reports via N3.

c. The Commander will sign fitness reports for all O6 Officers, all department heads, and all CPO E9s on NAVCRUITCOM HQ staff; and for all "Personal Staff" and "Special Assistants" (Deputy, COS, EA, FS, FA, FORCM, NCR, OOW, OOIG, OOC, OOJ, PAO, and CS).

(1) The Commander will sign all "letters referring adverse report to member for statement" sheets.

(2) The Commander will sign reports or supplements that have been directed as redress under Article 1150, U.S. Navy Regulations, 1990, or Article 138, UCMJ.

d. The Deputy Commander is hereby delegated authority to sign all fitness reports for all NAVCRUITCOM HQ staff Senior Chief Petty Officers (E8) and Officers (O4-O5) except as stated above in subparagraph 3(b).

e. The Chief of Staff is hereby delegated authority to sign all fitness reports for all NAVCRUITCOM HQ staff CPOs (E7), First Class Petty Officers (E6), Second Class Petty Officers (E5), and Officers (O1-O3; CWOs) except as stated above in subparagraph 3(b).

(R

f. Department Heads are hereby delegated to sign performance evaluations for E4 and below.

(R

g. In the absence of the Department Head, the next senior department representative will sign performance evaluations for E4 and below.

(R

/s/

R. L. GRAF

Deputy

Distribution:

Electronic only, via

<http://www.cnrc.navy.mil/Publications/directives.htm>